



THE CITY OF NEW YORK  
 DEPARTMENT OF CITYWIDE  
 ADMINISTRATIVE SERVICES  
 APPLICATIONS CENTER  
 18 WASHINGTON STREET  
 NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG  
 Mayor

MARTHA K. HIRST  
 Commissioner

## NOTICE OF EXAMINATION

### PROMOTION TO MOTOR VEHICLE SUPERVISOR (For City Agencies Only) Exam. No. 4519

**WHEN TO APPLY:** From: January 5, 2005      **APPLICATION FEE: \$40.00**  
 To: January 25, 2005      Payable only by money order to D.C.A.S. (EXAMS)

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, March 5, 2005.**

**WHAT THE JOB INVOLVES:** Motor Vehicle Supervisors, under general supervision, supervise automotive servicing operations of a departmental garage, and/or are responsible for the dispatching of the personnel, motor vehicles and equipment assigned to a large garage. They schedule subordinate personnel for the servicing, minor repairing and storage of automotive vehicles; inspect garage activities and facilities to ensure compliance with established standards and practices; investigate complaints on automotive servicing and operations; receive reports on the condition of motor vehicles and equipment repaired or needing repairs; direct the performance of minor repairs and refer major repairs to appropriate repair sections; review the utilization of motor vehicles and equipment by the different divisions of a department to determine efficient schedules of storage and servicing, and economical employment of facilities and garage personnel; prepare and enforce routines of periodic oiling, lubrication, and washing of vehicles, their tire servicing and the dispensing of gasoline as authorized for vehicular uses; deal with vendors to obtain servicing, repairs, equipment, and materials; initiate requisitions for needed supplies and automotive servicing equipment; supervise the maintenance of the garage and adjacent servicing premises in a clean and safe condition, with attention to the provision and operating condition of required fire safeguards; select and dispatch suitable motor equipment to various jobs; prepare trip instructions and designate the routes to be followed; investigate accidents in which assigned vehicles have been involved; prepare and review accident reports; keep attendance records, and keep records on the daily consumption of gasoline and oil and on the departure and arrival of motor vehicles; check condition of incoming and outgoing motor vehicles; instruct employees in the operation of specialized motor equipment, such as wreckers and heavy trucks; occasionally drive motor vehicles; may do automotive servicing in emergencies; and perform related work.

Some of the physical activities performed by Motor Vehicle Supervisors and environmental conditions experienced are: working on or walking on wet concrete surfaces; working outdoors; working in areas where there may be fumes and odors of fuel and lubricants; lifting heavy objects; being alert, using vision and hearing to avoid injury from moving engine parts; reading fine print; and communicating orally in a noisy working environment.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**THE SALARY:** The current minimum salary is \$35,567 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you are eligible to take this examination, refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **on the date of the multiple-choice test:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Motor Vehicle Operator; and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**.

This examination is also open to employees who were appointed to the eligible title pursuant to Section 55-a of the New York State Civil Service Law, and who meet all other eligibility requirements.

You may be given the test before a review of your eligibility. You are responsible for determining whether or not you meet the eligibility requirements prior to submitting your application. If you are marked "not eligible," your application fee will not be refunded and your test paper will not be rated.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

**REQUIRED FORM:**

**Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

**REQUIREMENT TO BE PROMOTED:**

**Driver License Requirement:** At the time of promotion, eligibles must possess a motor vehicle driver license valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify. This license must be maintained for the duration of your employment.

**THE TEST:** You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The multiple-choice test may include questions on scheduling and prioritizing; map reading; written communication; job-related arithmetic computation; basic vehicle maintenance; operation of vehicles and equipment; job-related safety procedures; New York City geography; rules, regulations, policies and procedures concerning the operation of motor vehicles; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

**ADMISSION CARD:** You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you pass the multiple-choice test and are marked eligible, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for promotion when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Selective Certification:** If, at the time of promotion, you have a Class A, B or C Commercial Driver License that is valid in the State of New York, you may be considered for promotion to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the test to indicate your interest in such Selective Certification. If you are promoted through this Selective Certification, you must maintain your Class A, B, or C Commercial Driver License for the duration of your employment. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations-UTEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**Drug Screening Requirement:** Candidates who are considered for promotion to positions through the above Selective Certification must pass a drug screening in order to be promoted.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You are appointed to an eligible title after the above application period but on or before the date of the multiple-choice test.

**Special Test Accommodations:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 91232; Motor Vehicle Operational Group

For information about other exams and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.